



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN #05-09
SP #27-2008

MEMORANDUM

TO: Sponsors of the National School Lunch Program

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Lee Renda, NSLP Nutrition Director
Lynn Ladd, NSLP Health Director
National School Lunch Program

DATE: September 15, 2008

SUBJECT: Direct Certification and Direct Verification

Original Signed

Direct Certification

All LEAs, regardless of enrollment, must conduct direct certification activities. Categorically eligible children are members of households who participate in the Food Stamp Program (FSP), the Temporary Assistance for Needy Families program (TANF), and the Food Distribution Program on Indian Reservations (FDPIR). **Children who participate in the Arizona Health Care Cost Containment System (AHCCCS) and KidsCare do not automatically qualify for the National School Lunch Program (NSLP) and should complete a Free and Reduced Application to determine if they are eligible to participate in the program. AHCCCS and KidsCare data may be used for verification purposes and but not for certification.**

The only exemptions to mandatory direct certification are:

- Provision 2 and 3 schools operating in a non-base year. (Schools operating in a base year must conduct Direct Certification.)
- Residential child care institutions (RCCIs) or boarding schools with residential students. (RCCIs and boarding schools with day students must conduct Direct Certification.)

This institution is an equal opportunity provider.

The Direct Certification System will be upgraded October 1, 2008. This upgrade will affect the Upload File Standard format only. The Upload File (Standard format) file format will remain the same but the Mother's first name will now be required.

The required five data fields are:

Number	First Name	Last Name	Date of Birth	Mother's first name	Social Security Number (optional)
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Direct Verification

Section 9(b)(3)(F) of the Richard B. Russell National School Lunch Act (NSLA) permits local educational agencies (LEAs) to "directly" verify approved households' applications which are selected for verification.

As of October 1, 2008, the Direct Verification system will be upgraded to allow direct verification using AHCCCS/KidsCare or Medical Assistance (MA) information. MA Search-Data Entry and MA Search-Upload options will be added

Both MA Search options require five data fields:

Number	First Name	Last Name	Date of Birth	Mother's first name	Social Security Number (optional)
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Technical Assistance

The following technical assistance options for verification will be available to LEAs.

- Web-based verification training will be offered on October 2, 2008. Please register at <https://www.ade.az.gov/onlineregistration/SelectEvent.asp>
- Online Verification Guidance Manual at <http://www.ade.az.gov/Guidelines/FoodNutrition/EX-14.pdf>
- Your School Health and Nutrition Specialist at 602-542-8700

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